

SERVICE NOTICE

Class 1 and Class 2 Filing Representative Registrations Will Be Issued and Renewed Without Proof of Training Completion Until Training is Available

The Department-approved training courses required to obtain and renew Class 1 and Class 2 Filing Representative registrations are not currently available. The Department of Buildings will continue to issue and renew Class 1 and Class 2 Filing Representative registrations without the required DOB-approved training course if the applicant submits a signed and notarized [Class 1/Class 2 Filing Representative Future Completion of Training Courses Affidavit](#) agreeing to take the course and submit proof of completion no later than 6 months after the course becomes available.

To submit a new application for a Class 1 or Class 2 Filing Representative registration or to renew a Class 1 or Class 2 Filing Representative registration:

- Log into **DOB NOW** at nyc.gov/dobnow and select the **BIS Options** portal. If you do not have an eFiling account, you will need to create one. Visit nyc.gov/dobnowtips for instructions.
- From the **DOB NOW: BIS Options** portal, select **+License** then **New License** or **License Renewal**.
- Select **License Type Filing Representative** and **License Sub-Type Class 1** or **Class 2**.
- On the Documents tab, select **Add Document** and upload the signed and notarized [Class 1/Class 2 Filing Representative Future Completion of Training Courses Affidavit](#) in PDF format as the *Document Type Course Completion Certificate*.

For step-by-step directions on how to file a new license application in DOB NOW, see the [New License Application User Guide](#).

For forms and additional information, visit nyc.gov/doblicensing and from the **License Types** page, select the license type to review the requirements. For additional assistance, submit an inquiry via the **DOB Help Form** at nyc.gov/dobhelp.